



Release of Information

Complete form by printing legibly in ink. Fee of \$10.00 per Release of Information form may be required prior to processing.

All releases and fees are to be sent to the address or email listed above (see below for specifics)

CONFIDENTIALITY: Kansas Department for Children and Family records are confidential. No individual, association, partnership, corporation, or other entity shall willfully or knowingly disclose, permit, or encourage disclosure of the contents of records or reports in violation of the confidentiality requirements of K.S.A. 38-2209. Violation of this statute is a class A nonperson misdemeanor and the court may impose a civil penalty of up to \$1,000.

Contact Person: Basem Girgis Agency/Org.: DHS Child Care Services
 Phone #: 615-253-4170 Address: 505 Deaderick Street 15th Floor
 Email: CCbackground.dhs@tn.gov City/State/Zip: Nashville, TN 37243
 Return Results by: Encrypted email (list if different than above): ccbackground.dhs@tn.gov Postal Mail

Payment/Account Information (check box which applies)

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| <input type="checkbox"/> Fee included | \$10 per request. Check, Money Order (payable to DCF) or cash. Postal mail only. |
| <input type="checkbox"/> Online Payment* | www.dcf.ks.gov – ‘Online DCF Payments’ bottom of page. Payment Portal. Submit receipt with ROI form(s). |
| <input type="checkbox"/> Pre-Pay Account* | Agency/Org. has Pre-Pay Account. FEIN: _____ |
| <input type="checkbox"/> Mentoring Account* | As listed in the Kansas Mentors' Partner Directory. http://mentorkansas.org/Find-a-Program |
| <input checked="" type="checkbox"/> Exempt* | No fee for State government agencies (Sub-contracting agencies not included). |

*Release of Information forms may be submitted via email to DCF.CentralRegistry@ks.gov

APPLICANT: *Instructions: PRINT CLEARLY. All requested information is required for processing. Incomplete or illegible information will result in processing delays for the Release of Information. Use 'N/A' rather than leaving a space blank.*

FIRST, MIDDLE, LAST NAME: _____

I give permission for the release of any of my information in the Child Abuse/Neglect Central Registry to the contact listed above. I understand the information released is for their exclusive and confidential use: Yes No
 This organization/person/agency may check my information each year I am employed or associated with them: Yes No

OTHER NAMES USED: (Any/all aliases, married, maiden, nicknames, etc. 'N/A' if none used.): _____

DATE OF BIRTH: _____ RACE: _____

SOCIAL SECURITY #: _____ GENDER: Male Female

CURRENT ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

DCF/DNLA:

| MATCH | |
|---|--|
| <p>This applicant is listed in the Child Abuse/Neglect Central Registry. Per KS 38-2204 and 38-2205 by this person prohibited from working, residing, or volunteering in a licensed child care home or facility. (see attached document for more info.)</p> | |

| CLEARED |
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